FREEMAN
6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

JCK LAS VEGAS

JCK Las Vegas 2014
May 30 - June 2, 2014
Mandalay Bay Convention Center
Las Vegas, Nevada

FREEMAN quick facts

JCK LAS VEGAS 2014 MOBILE

A truly personalized mobile app that places event and attendee information at your fingertips.
- Increase visibility with attendees
- Communicate directly with attendees that have expressed interest in your products (upgrade required)
- Receiving breaking JCK Las Vegas 2014 news and special event announcements
- Access a live Twitter feed
- Advertise your show specials and make appointments with attendees (upgrade required)

CONCIERGE ELITE

Download the Concierge Elite app from the Apple App Store, Android Google Play or Windows App Store (search for Concierge Elite) or visit www.freemanco.com/solutions/mobile to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite, go to **www.freemanco.com/cedemo** to view its many features.

SERVICE INFORMATION

BOOTH EQUIPMENT

As part of your contract to exhibit in JCK LAS VEGAS 2014, each 10' x 10' is furnished with complimentary booth carpet, 8 1/2" x 11" one-line company identification sign, one-time vacuuming of your booth, **one 1000 watt electrical outlet FOR SHOWCASES ONLY** and one wastepaper basket per company.

Please note that booth drape is only provided in the ETS Pavilion and AGTA.

JCK Las Vegas BOOTH DISPLAY INFORMATION

You can bring a custom booth display that you own. View guidelines and restrictions here. Please email your custom booth information to jckbooth@reedexpo.com for approval. Custom booth deadline is Monday, February 24, 2014. Please submit to Show Management as soon as possible.

Cost-Effective Exhibitor Booth Packages

JCK Las Vegas has created turnkey hardwall packages should you not wish to buy a custom booth display. A reminder: take advantage of the early-bird pricing and order your package by April 30, 2014 to save 30%. Options for your featured location are listed below:

- Bayside General Exhibits
- Bridal Pavilion
- Design Center
- Diamond Pavilion
- Fashion Pavilion
- Gift & Tableware Package
- Lobby Package
- Silver Pavilion
- Watches Pavilion

Note: If you have a Booth Space that is larger than 10' x 10' or 10' x 20', contact Freeman to discuss options for your booth space. For referral to a Freeman Sales Representative, please contact is Loren Lewald at (702) 579-1468 or loren.lewald@freemanco.com.

Your booth ID sign will be produced using the ID sign list supplied to Freeman by Reed Exhibitions. If you would like to change the company name listed with Reed Exhibitions, be sure to complete the Freeman Complimentary ID Sign Order Form under the Accessories and Graphics Tab and return to Freeman by May 5, 2014.

Please do not submit the Carpet Order Form in the Booth Furnishings section unless you would like to order a special carpet other than the one provided (please refer to show colors in the General Information section of the manual). If you choose to install your own carpet, it must be installed on top of the general show carpet. If you order from Freeman, you will be invoiced for any order submitted.

SHOW COLORS

JCK Las Vegas 2014 will utilize color schemes for easier attendee navigation on the show floor (colors are subject to change).

** All pavilions will be custom exhibits with the exception of ETS which will have alternating Green/White drape and AGTA which will have White drape.*

PAVILION	**CARPET**
Please see Freeman Package Carpet Removal Form if you do not want the color provided as listed below.	
Level 1 Bayside Level:	
Main Aisles	Red
General Show	Gray
Fashion Pavilion	Gray
Hall of Time	Gray
Diamond Pavilion	Black
Silver Pavilion	Gray
Pearl Pavilion	Gray
ETS Pavilion	Gray
Worlds Fair	Gray
Level 2 Shoreline Level:	
Main Aisles	Red
General Show	Gray
Plumb Club	Charcoal
Prestige Pavilion	Toast
Vicenza Pavilion	Custom/Blue
Design Center	Black
Bridal Pavilion	Gray
AGTA Lower Level:	
South Pacific	Multi Color
Islander Ballroom	Multi Color

Show Management will vacuum your booth the night before the show opens. You may order vacuuming for the remaining three days or porter service. If you want to order either of these services, refer to the Cleaning Order Form in the Facility/Utilities section of the manual.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by MAY 5, 2014.

SHOW SCHEDULE

EXHIBITOR MOVE-IN **- The times listed below refer to booth installation. Please refer to the Targeted Move-In Floor Plan in the Shipping & Material Handling Tab for delivery of booth materials directly to the show.**

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

AGTA

Tuesday	May 27, 2014	8:00 a.m.	-	5:00 p.m.	By Target *
** All exhibitor materials must be tagged for removal (empty storage) by 3:00 p.m., Tuesday, May 27, 2014.*					
Wednesday	May 28, 2014	PRODUCT DAY ONLY **			

All exhibits must be completely assembled no later than 7:00 p.m. on Wednesday, May 28, 2014.

JCK

Monday	May 19, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Tuesday	May 20, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Wednesday	May 21, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Thursday	May 22, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Friday	May 23, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Saturday	May 24, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Sunday	May 25, 2014	DARK DAY - NO WORK/LABOR			
Monday	May 26, 2014	DARK DAY - NO WORK/LABOR			
Tuesday	May 27, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Wednesday	May 28, 2014	8:00 a.m.	-	5:00 p.m.	By Target *
** All exhibitor materials must be tagged for removal (empty storage) by 3:00 p.m., Wednesday, May 28, 2014.*					
Thursday	May 29, 2014	PRODUCT DAY ONLY **			

All exhibits must be completely assembled no later than 5:00 p.m. on Wednesday, May 28, 2014.

**** What is Product Only Day?**
Product Only Day is intended for picking up your product from your armored car carrier, setting up your product displays and attending to last minute details in your booth.

On Wednesday, May 28 after 5:00 p.m., all crates, containers, ladders and tool boxes MUST be removed and no booth construction will be permitted after this date and time. If these items are not removed by this date and time, they will be tagged as empty and forced in to Access Storage at your expense. Please advise your EACs (subcontractors) regarding this policy.

EXHIBIT HOURS

AGTA

Thursday	May 29, 2014	9:30 a.m.	-	6:00 p.m.
Friday	May 30, 2014	9:30 a.m.	-	6:00 p.m.
Saturday	May 31 2014	9:30 a.m.	-	6:00 p.m.
Sunday	June 1, 2014	9:30 a.m.	-	6:00 p.m.
Monday	June 2, 2014	9:30 a.m.	-	4:00 p.m.

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Friday	May 30, 2014	9:30 a.m.	-	6:00 p.m.
Saturday	May 31, 2014	9:30 a.m.	-	6:00 p.m.
Sunday	June 1, 2014	9:30 a.m.	-	6:00 p.m.
Monday	June 2, 2014	9:30 a.m.	-	4:00 p.m.

EXHIBITOR MOVE-OUT
For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Monday	June 2, 2014	6:00 p.m.	-	9:00 p.m.
**** PLEASE NOTE: NO LABOR IS ALLOWED ON THE AGTA SHOW FLOOR 4:00 PM - 5:00 PM**				
**** PLEASE NOTE: NO LABOR IS ALLOWED ON THE JCK SHOW FLOOR 4:00 PM - 6:00 PM**				
Tuesday	June 3, 2014	8:00 a.m.	-	5:00 p.m.
Wednesday	June 4, 2014	8:00 a.m.	-	5:00 p.m.

PLEASE NOTE: All warehouse and show site freight will be charged for Inbound/Outbound Overtime. Labor for move-in/move-out will be charged on Overtime. Please refer to the appropriate order form(s) for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers beginning at 7:00 p.m., Monday, June 2, 2014 and will be finished by 8:00 a.m., Tuesday, June 3, 2014. Many booths will not receive their crates until Tuesday, so please plan your travel accordingly.
- All exhibitor materials must be removed from the exhibit facility by your move-out target date. Please refer to the Shipping & Material Handling Tab for the color-coded target move-out floor plan for your level. (AGTA, Bayside, or Shorelines). Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by 1:00 p.m., Wednesday, June 4, 2014.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
JCK Las Vegas 2014
C/O FREEMAN
6675 West Sunset Road
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **APRIL 14, 2014** at the above address. Materials arriving after **MAY 12, 2014** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Showsite shipping address:

Exhibiting Company Name / Booth #_____
JCK Las Vegas 2014
C/O FREEMAN
Mandalay Bay Convention Center
3970 Las Vegas Blvd South
Las Vegas, NV 89119

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M.** on **MAY 19, 2014.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

***Please Note*: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.**

This show will be marshalled. Please see marshalling yard map in this service manual.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1400 Fax: (469) 621-5604

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
3325 West Sunset Road, Suite A
Las Vegas, Nevada 89118
Ph: (702) 263-1484 Fax: (702) 263-1494

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International
(469) 621-5810 Fax

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Monday	May 19, 2014	8:00 a.m. - 5:00 p.m.
Tuesday	May 20, 2014	8:00 a.m. - 5:00 p.m.
Wednesday	May 21, 2014	8:00 a.m. - 5:00 p.m.
Thursday	May 22, 2014	8:00 a.m. - 5:00 p.m.
Friday	May 23, 2014	8:00 a.m. - 5:00 p.m.
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Friday	May 30, 2014	8:00 a.m. - 6:00 p.m.
Saturday	May 31, 2014	8:00 a.m. - 6:00 p.m.
Sunday	June 1, 2014	8:00 a.m. - 6:00 p.m.
Monday	June 2, 2014	8:00 a.m. - 9:00 p.m.
Tuesday	June 3, 2014	8:00 a.m. - 5:00 p.m.
Wednesday	June 4, 2014	8:00 a.m. - 5:00 p.m.

Service Centers are located in the following locations:
AGTA: South Pacific Ballroom (rear of hall)
Bayside Level 1: Bayside D, behind the B6600 booths
Shorelines Level 2: Lagoon Ballroom

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by MAY 5, 2014 at 5:00 p.m.

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.freemanco.com/store and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight Time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Desk.

ASSISTANCE

Freeman, as your official contractor, wants to be a partner in your success at JCK Las Vegas 2014. If you have any questions or require any additional information, please call us! We're here to assist you! If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

- Be sure to check your assigned delivery date on the enclosed Targeted Move-In Floor Plan (under the Shipping & Material Handling Tab). It is important to share this with your personnel in charge of shipping. Questions regarding your target move-in should be directed to Sam Blanton at (702) 579-1400.

- Save time and money - one stop shopping! Contact the Exhibitor Sales Department below:
  Loren Lewald
  Phone: (702) 579-1468
  Fax: (702) 579-6191
  e-mail: loren.lewald@freemanco.com

- Questions regarding sponsorships should be directed to Cheryl Cohen at (702) 579-1547 or by email at cheryl.cohen@freemanco.com.

- Direct billing to your company for Freeman's services can be arranged by contacting Kimberly Armstrong, Freeman/Las Vegas prior to MAY 5, 2014. No direct billing can be arranged at showsite. Call (702) 579-1400 ext. 1951.

- Take the time to preview material handling guidelines to AVOID any unnecessary charges. Refer to your Shipping & Material Handling Tab for detailed information, or call us for further explanation!

WE APPRECIATE YOUR BUSINESS.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **MAY 5, 2014**.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.